

Activity Overview:

Knowing how to spot and fix mistakes using some features of Word can be very handy. In this activity, you will download a reference letter and then use the “find and replace” feature to alter it. Then you will replace some uninteresting words with more appropriate, colourful vocabulary. Finally, you will use a combination of the spelling and grammar check and your brain, to fix some spelling and grammar mistakes in the document.

New Skills Reinforced:

In this activity, you will practice how to:

1. use the find and replace feature
2. use the thesaurus
3. check spelling and grammar

Instructions:

1. Download the “Reference Letter Starter” file from the Signposts page of the wiki.
2. Save it as STARTER in your IT9 folder.
3. Insert a footer: Name Reference Date
4. Use the find and replace feature to replace all instances of Don with Donna.
5. Use the find and replace feature to replace all instances of he with she (be sure to find whole words only).
6. Use the find and replace feature to replace all instances of him with her.
7. Use the find and replace feature to replace all instances of his with her.
8. Use the thesaurus feature to replace the word more (in the last sentence) with an appropriate synonym.
9. Use the thesaurus feature to replace the word bad (in the first sentence of the second paragraph) with an appropriate synonym.
10. Use the spelling and grammar feature to correct any and all spelling and grammar mistakes in the paragraphs.
11. Resave the document.
12. Submit the document to Mrs. Cousar by email with the subject line: Reference ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)